

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 29, 2016  
**CC:** All Departments



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**Town Administrator:** This past week's activities included attending the monthly Milfoil Committee meeting, the bid opening for the reconstruction of the Public Safety Building parking lot, a Town Planner interview with the Select Board, a Select Board work session, the CIPC public hearing and a meeting with Marie Samaha regarding the Red Hill River Watershed preservation project. Work continued on the grant for the TAP (Transportation Alternative Program) for Phase III of the Pathway project, preparations for the new DPW Director's arrival on August 29<sup>th</sup> and coordinating several projects with the Town Engineer. his week's activities will include orientation with Chris Theriault, our new DPW Director starting on Monday, pre-election facility meeting with the Town Moderator and facility staff, a review and update of the Village Sidewalk design project, a pre-construction meeting on the 2016 Road Reconstruction projects, and a meet and greet for DPW Director Chris Theriault, on Thursday at 6:30 p.m. at the Town Hall. I will be out of the office all day on Friday. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Agent Kinmond would like to welcome Christopher Theriault as Moultonborough's newly appointed Public Works Director. Director Theriault will begin on Monday 8/29, and will work with Agent Kinmond, TA Johnson and Foreman Wakefield for some orientation to the position. Director Theriault comes to Moultonborough with an extensive road construction engineering and project management background, and looks forward to being the new Public Works Director. The crew handled unplugging a beaver dam at the Sibley Road Bridge, re-graveled culvert crossings on Marvin and High Haith Roads. The crew did ditching on Sheridan Road, painted stop bars at Bentley & Lake Shore Drives, and installed signage at Old Route 109. The crew picked up Truck #15 from Grappone Ford and went to Viking Cives in Lewiston Maine to check on the 10 wheeler up-fit progress. The crew picked up construction barrels at Old Route 109 intersection project, installed delineators and took culvert to the Melly Lane project. The crew did a LOF service and front brakes on truck #4 and a universal joint on truck #8. The crew completed trucking asphalt to Robinson's for recycling. The crew assisted the highway marking vendor painting the intersection of Old Route 109 & Route 25, and also repainted the crosswalk on Blake Road. The crew worked with an outside contractor to install under drain and culvert on Melly Lane. Agent Kinmond was in contact with the contractor throughout the project regarding the design, and it was noted that this subdivision roadway was not constructed to Town specifications with two large rocks being removed. The crew marked a cemetery lot for a monument company, emptied the milfoil trailer and raked Long Island Beach. The crew also assisted the Fire Department with a dry hydrant repair in Far Echo, greased the loader. The rock hog

was in to fracture a large rock which was removed while installing the under drain. Agent Kinmond coordinated with TA Johnson for the new DPW Director's orientation. Agent Kinmond provided direction regarding Foreman Wakefield's work on truck #11 sander up-fit. Foreman Wakefield ordered the radio and lighting package for truck #11. Agent Kinmond pulled together over the weekend materials for the DPW Director orientation. Agent Kinmond reviewed paving and the PSB bid results and discussed these with the Town Engineer.

**Facility & Grounds Division:** Regular building checks, recyclables, trash and custodial maintenance was performed at all buildings. The grounds crew continued mowing operations of common areas, Playground facility and cemeteries. The F & G Team Leader handled repairs consisting of the rear door to PSB-FD and several screens at Town Hall. TL Kepple and staff also handled picking up roadside trash and an abandoned freezer which was delivered to WMF. The F&G staff assisted WMF due to staff shortages, and repaired 1-mower and the trailer.

**WMF Division:** The facility shipped (2) 40 yd containers of clean wood, (2) 42 yd containers of MSW, (2) 42 yd containers of shingles, (2) 40 yd containers of recyclables and (2) 40 yd containers of demo. The facility also shipped a tandem load of scrap steel. The crew has been invited to view a single stream facility in Maine, and they have been working with Highway and F&G to coordinate the Labor Day weekend equipment (loader). Thanks for F&G staff for their assistance and WMNH for additional containers. Ken is checking into the used oil storage tank which was approved for grant funding.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 387 log entries, which included the following calls for service, 59 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 1 arrests, 6 complaints, 6 MV Accidents, 4 MV Complaints, 4 residential alarms, 6 commercial alarms and 7 K-9 complaints

**Moultonborough Fire Department:** Year to date there has been 601 calls for emergency service. For the period of 08/19/16 to 8/25/16, there were 19 calls for service: (11) EMS incidents; (3) Motor vehicle accidents with injuries; (1) Public service call; (2) Dispatched and cancelled en route; (1) No incident/emergency found upon arrival; (1) Detector activation, no fire, unintentional activation. Moultonborough received automatic mutual aid from Center Harbor twice during this period. There were two instances of overlapping incidents (two incidents ongoing simultaneously).

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:43 min/sec  
 Overall Average Manpower per incident: 5 Firefighters/Incident  
 Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:23 min/sec  
 Overall Average Day Time Manpower per incident: 5 Firefighters/Incident  
 Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 11:17 min/sec  
 Overall Average Manpower per incident: 4 Firefighters/incident

**Office of Development Services Planning:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** On August 20, the Recreation Department collaborated with the Lakes Region Conservation Trust and the Castle in the Clouds for a town picnic and family field day. The day went well with over 80 people enjoying the planned activities and the beautiful Meadows by Shannon Pond. Fall Youth Sports are underway at MRD. Last week, the Boys MA JV & Varsity Soccer Teams hosted clinics for those in grades three through six registered in MRD's youth soccer program. The deadline for Youth Soccer was August 25. The registration deadline for volleyball is this Friday,

September 2. On Friday, September 9, MRD will host the Fall Sport Player/Parent meeting at Playground Dr. from 6:00-7:00pm. Opening day for both soccer and volleyball is Saturday, September 10. The adult trip to the Moffat-Ladd House in Portsmouth, NH is on Tuesday, August 30. After touring the house & gardens, the group will spend time exploring the Portsmouth downtown- Market Square area. The NHRPA annual state conference is on September 20. Donna Kuethe is on vacation the week of September 6.

**Important Dates to Remember**

**Board of Selectmen's Meeting, September 1, 2016, 7 PM**

**Labor Day, All Non-Essential Departments are Closed, Monday, September 5, 2016**

**Board of Selectmen's Meeting, September 8, 2016, 7 PM**

**Board of Selectmen's Meeting, September 15, 2016, 7 PM**

**Board of Selectmen's Work Session, September 22, 2016, 4 PM**

**\*Department Head Meeting, Tuesday – September 6, 2016, 9 AM\***